



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Lawrence J. Hogan, Jr., Governor – Boyd K. Rutherford, Lt. Governor – Van T. Mitchell, Secretary

MEMORANDUM

DATE: March 18, 2015

CCPC HO Memo #15-06

TO: Health Officers
CRF Cancer Program Directors, Coordinators and Staff
SAHC CRF Program Directors, Coordinators, and Staff

FROM: Cindy Domingo, Program Manager
Cigarette Restitution Fund Programs Unit, Center for Cancer Prevention and Control

RE: Teleconference on CRF Cancer Programs – Wednesday, March 18, 2015

Attached is the agenda for the Teleconference on **Wednesday, March 18, 2015**, from 10:00 -12:00 p.m.

PLEASE GO SLOWLY AND FOLLOW THE PROMPTS

Dial in to the following “Meeting Place” dial in number: **410-225-5300**

Give the following **Meeting ID Number: 3106#**

When entering the Meeting ID Number, follow by the # sign.

If there are problems, we will send out an e-mail notifying you about what is happening, so please check your e-mail. If you have any trouble dialing into the audio-conference call, contact DHMH Teleconference Services at (410) 767-5108. A staff member will assist you in your connection to the audio-conference.

Please avoid calling in from a cellular device. If you are unable to participate via a landline, all cellular devices must be muted to prevent feedback that makes portions of the call inaudible to all. **Please turn your phone to MUTE** unless asking a question at the teleconference. You may connect into the conference call **as early as 9:55 AM, NOT SOONER, PLEASE.**

Attachment (E-mailed to Health Officers and CRF/CPEST Program Directors/Coordinators)
cc: D. Gugel
D. Shell
M. Spencer
S. Hokenmaier/ C. Lewis

The information contained in this transmission is private. It may also be legally privileged and/or confidential information of the sender or a third party, authorized only for the use of the intended recipient. If you are not the intended recipient, any use, disclosure, distribution, or copying of this transmission is strictly prohibited. If you have received this message in error, please return the original message and notify the sender immediately.

**CRF-Cancer Prevention Education Screening and Treatment Teleconference
DHMH Center for Cancer Prevention and Control
Wednesday, March 18, 2015, 10:00 AM-12:00 PM**

Dial in to the following “**Meeting Place**” dial in number: **410-225-5300**.

Meeting ID Number: 3106#

The Program staff is encouraged to listen and participate on the Monthly CRF-CPEST Teleconferences. The current URL for the announcements and agendas of the teleconferences and other health officer memos is: <http://phpa.dhmh.maryland.gov/cancer/SitePages/homemos.aspx>.

Conference Call Procedures

- A. Please avoid calling in from a cellular device.** If you are unable to participate via a landline, all cellular devices must be muted to prevent feedback that makes portions of the call inaudible to all.
- B. Please turn your phone to MUTE** unless asking a question at the teleconference. #5 can be used from your cellular and land lines to **MUTE** your phone once you have called in. To **UNMUTE**, hit #5 again.
- C. Please do not place call on hold** if you must step away briefly, or we will hear your music.

Agenda

1. Minority Outreach and Technical Assistance (MOTA) – Arlee Wallace Gist

If anyone has questions, please feel free to contact:

Ms. Arlee W. Gist, Deputy Director, Office of Minority Health and Health Disparities at Arlee.Gist@maryland.gov or 410-767-1052

Ms. Christine Wiggins, MS, CHES, Director, Health Disparities Initiatives, Office of Minority Health and Health Disparities at christine.wiggins@maryland.gov or 410-767-8954

2. Maryland Skin Cancer Prevention Program – Roberta Herbst

- Senate Finance Committee defeated SB 152, to ban tanning bed use for minors in Maryland. Delegate Reznick withdrew his House bill, thereafter. The Save Your Skin Coalition will convene this summer to prepare next year’s efforts.

For information or questions, please contact:

Roberta M. Herbst, M.S.

Director of Programs and Communication

Center for a Healthy Maryland, Inc.

MedChi, The Maryland State Medical Society

1211 Cathedral St., Baltimore, MD 21201

410-539-0872 or 800-492-1056, ext. 3340 Fax: 410-649-4131 www.healthymaryland.org

3. Maryland Cancer Plan – Meredith Truss

- DHMH is currently updating the Maryland Comprehensive Cancer Control Plan for 2016-2020. The updated plan will feature three sections: Primary Prevention, High Burden Cancers, and Survivorship, Palliative Care, and Hospice Care. Each drafted section will be presented to partners this spring during three in-person feedback sessions, which will be held in Baltimore, MD. Please see the attached Save the Date flyer (Attachment5) for information about these feedback sessions, and mark the dates on your calendar for Cancer Plan sections that interest you. More details and RSVP requests will be sent in the coming weeks.

4. Surveillance and Evaluation Unit (SEU) Updates

- **Staff and Contacts Update:**

- We would like to welcome new SEU Manager, Maria-Theresa Okafor. She will be providing oversight to the Surveillance and Evaluation Unit and their work with our databases and reporting for the CRF-CPEST Program.
- Update to Contacts for CDB & EDB related inquiries:
 - Lorraine Underwood or Jia Soellner: CDB or other technical inquiries (log-in, Forefront access, resetting passwords, deletions)
 - Maria-Theresa Okafor: CDB non-technical inquiries (i.e. data and field entry, reports)
- Contacts Information:

Lorraine Underwood: Lorraine.Underwood@Maryland.gov or 410-767-0791

Jia Soellner: jia.soellner@maryland.gov 410-767-0815

Maria-Theresa Okafor: maria-theresa.okafor@maryland.gov or 410

*For more information on the EDB related inquiries, continue to contact Alyse Weinstein at Alyse.weinstein@maryland.gov or 410-767-2420.

5. Patient Navigation

- **Patient Navigation Guidance :** The guidance on Patient Navigation has been revised to include updates to the Next Steps. (Attachment 1)
- **Patient Navigation FAQ's and Scenarios:** The Patient Navigation FAQ and Scenario was created in efforts to provide more detailed guidance on commonly asked questions and scenarios from our local programs. (Attachment 2)
- **Recall and Recruitment Training:** Per the Save The Date email previously sent last week, CRF-CPEST programs are invited to the upcoming Recall/Recruitment Training hosted by BCCP. This training will incorporate outreach strategies for Patient Navigation. (Attachment 3)
- **Consent form** – The consent form has been revised to include Patient Navigation clients and will be sent to programs in Health Officer Memo 15-07(Attachment 4).

6. Administrative- Cindy Domingo

- **Reminder - Budget Modifications:** Budget Modifications were due on March 15, 2015. Please be sure to contact your lead should there be any delay in your submission. You may contact Dwayne Selph at Dwayne.Selph@Maryland.gov or 410-767-5139 or Cindy Domingo at Cindy.Domingo@Maryland.gov or 410-676-5123.
- **Contracts:** As a reminder, we require that programs submit updated contracts to CCPC within 30 days of the execution of your contracts. Please contact Cindy Domingo at Cindy.Domingo@Maryland.gov or 410-676-5123 for any questions.

Future monthly teleconferences are scheduled for the third Wednesday, 10:00 a.m. to 12:00 noon, unless advised otherwise, of each month in 2015 calendar year:
April 15, May 20, and June 16.

For information on other Center for Cancer Prevention and Control Programs, please see contact list below.

Breast and Cervical Cancer Program and Colorectal Cancer Control Program:

Dawn Henninger – 410-767-5141, Dawn.Henninger@Maryland.gov

Breast and Cervical Cancer Diagnosis and Treatment Program:

Jackie Richter – 410-767-5738, Jackie.Richter@Maryland.gov

Maryland Cancer Fund:

Sandra Buie-Gregory – 410-767-6213, Sandra.Buie-Gregory@Maryland.gov

Maryland Cancer Registry:

Kimberly Stern – 410-767-5521, Kimberly.Stern@Maryland.gov

Maryland Comprehensive Cancer Control Program:

Meredith Truss -410-767-5641 or Meredith.Truss@Maryland.gov